

# BOARD OF COMMISSIONERS MEETING

APPROVED

MINUTES OF  
August 20, 2019

Buzzards Bay Water District 15 Wallace Ave. Buzzards Bay, MA 02532

## MINUTES

### Present:

Wendy Chapman, Chairperson  
Carrara, Joseph, Commissioner  
Robert, Ethier, Commissioner  
Judith Flynn, Commissioner  
Jennifer Kelson, Treasurer  
Steven Souza, Superintendent  
Barry Woods, Admin. Support  
Louse Warren – Billing Clerk  
Michael Rausch – The Bourne Enterprise  
Peter Meier - resident

The meeting was called to order by Wendy Chapman, Chairperson at 4:00 pm.

### **Approval of meeting minutes dated 6/18/19**

Judith Flynn made a MOTION to approve the minutes dated 6/18/19.  
Joseph Carrara seconded that motion, and all in favor.

### **Approval of the July 2019 billing commitment**

Joseph Carrara made a MOTION to approve the July 2019 billing commitment. Judith Flynn seconded that motion, and all in favor.

### **Discussion Regarding Water Usage for Large non-profit accounts**

Water usage at the splash pad was discussed. The splash pad used approximately 1.7 million gallons since June 2019. The water tanks have not been negatively affected by the usage. The district will continue to monitor park water usage as the season winds down.

### **Discussion and Vote on sending letters to Planning and Zoning Boards requesting BBWD be put on routing slips for new projects and Construction**

Peter Meier stated that he had forwarded an email, moments earlier, to Jennifer Kelson, Treasurer stating that Tom Guarino had confirmed that BBWD would be added to the routing slip starting 9/1/19. Wendy Chapman emphasized the need to continue with sending a formal letter from the Board to ensure follow thru.

Wendy Chapman made a Motion for the Buzzards Bay Water District to send a letter to both the Planning and Zoning Boards requesting BBWD be put on routing slips for new projects and Construction. All in favor, and Motion passed

**Any business not reasonably anticipated within 48 hours**

**Discussion and Vote on Old Bridge Road engineering options**

There was discussion pertaining to the pending project at Old Bridge Rd. Discussion was had regarding the District working in conjunction with the Town to bid together for the project. Per Steve Souza, Superintendent, one joint bid would save the District approximately 17% in engineering and design costs if we work with the Town instead of going out to bid separately. Wendy Chapman stated that “the pipes on Old Bridge are very bad and in disrepair. They need to be fixed.” Jennifer Kelson, Treasurer, stated that “it seemed like there was no reason to not go forward with the collaboration. It only makes sense.”

Wendy Chapman made a MOTION to go forward with the Old Bridge Rd project in a joint bid with the Town of Bourne. All in favor, the Motion passed.

**Superintendent Report** presented by Steven Souza, Superintendent

Additional discussion was had regarding Mass Maritime and the plans to expand their dorms by 80 new beds. Barry Woods discussed how the additional beds would require fire protection and would thus increase water usage in that capacity.

Wendy Chapman brought up the topic of the proposed new bridge to the Cape. She discussed an article which she read that stated the new bridge would have a possible affect on our wells. It is something we need to keep abreast of.

**Treasurers Report** presented by Jennifer Kelson, Treasurer

**Commissioners comments/select next meeting date**

Peter Meir mentioned to the Board that bids were opened today for the new water treatment plant. Steve Souza stated that the District has still not seen plans for the new plant. Wendy Chapman also stated that renovations downtown will require more water. There was discussion regarding the development on Main St. and the expansion of Mass Maritime.

The next Board meeting was tentatively set for Tuesday, September 10, 2019 @ 4:00 pm with a Working Group meeting to immediately follow.

**ADJOURNMENT**

Robert Ethier made a MOTION to adjourn the meeting at 4:45 pm. Joseph Carrara seconded that motion, and all in favor.

Prepared by: Jennifer Kelson, Treasurer  
Buzzards Bay Water District

September 11, 2019

**Memorandum**                      **Inter-office**   **Buzzards Bay Water District**

**To:**   Board of Water Commissioners

**CC:**   file

**From:** Jennifer A. Kelson

**8/20/19**

**Re:**   Treasurer's Report

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Please see to the following notes regarding Treasurer activity since the last Board meeting:

- Annual Audit completed on site the week of 7/22/19
- MCTA Treasurers School UMASS Amherst 8/12-8/16
- Internal and External Penetration Testing to begin around 9/16/19
- Workers Comp Audit

Respectfully submitted, *Jennifer A. Kelson, District Treasurer/Clerk*

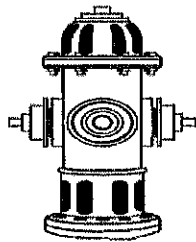
September 11, 2019

**Memorandum**                      **Inter-office**   **Buzzards Bay Water District**

**To:**     Board of Water Commissioners  
**CC:**     file  
**From:**   Steve Souza, Superintendent  
**Date**     8-19-2019 for BWC Meeting on 8-20-2019  
**Re:**     Superintendent's Report

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I am pleased to provide you with this monthly bulleted report regarding some of the District activities since our last Board meeting.



- Met with engineer about cherry st
- Changed 105 meters since last meeting
- Met with engineer about old bridge
- Sprint on hold for design review
- Tmobile on hold for upgrades
- Service leak on Lake Drive Ply.
- Broken valve repair Walnut St. Ply.

Respectfully submitted, *Steve Souza, Superintendent*